

§ 301-51.2

§ 301-51.2 What official travel expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?

The Administrator of General Services exempts the following from the mandatory use of the Government contractor-issued travel charge card:

- (a) Expenses incurred at a vendor that does not accept the Government contractor-issued travel charge card;
- (b) Laundry/dry cleaning;
- (c) Parking;
- (d) Transit system at a TDY location;
- (e) Taxi;
- (f) Tips;
- (g) Meals (when use of the card is impractical, e.g., group meals or the Government contractor-issued travel charge card is not accepted);
- (h) Phone calls (when a Government calling card is available for use in accordance with agency policy);
- (i) An employee who has an application pending for the travel charge card;
- (j) Individuals traveling on invitational travel;
- (k) New appointees;
- (l) Relocation allowances prescribed in chapter 302 of this title, except en route travel and househunting trip expenses; and
- (m) Employees who travel 5 times or less a year. Even though exempt, agencies have the discretion to issue a travel charge card to such an employee.

[FTR Amdt. 90, 65 FR 3055, Jan. 19, 2000, as amended by, FTR Amdt. 92, 65 FR 21365, Apr. 21, 2000; FTR Amdt. 108, 67 FR 57966, Sept. 13, 2002; FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

§ 301-51.3 Who in my agency has the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card?

The head of your agency or his/her designee(s) has (have) the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card.

§ 301-51.4 If my agency grants an exemption, does that prevent me from using the card on a voluntary basis?

No, an exemption from use would not prevent you from using the Govern-

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ment contractor-issued travel charge card on a voluntary basis in accordance with your agency's policy.

§ 301-51.5 How may I pay for official travel expenses if I receive an exemption from use of the Government contractor-issued travel charge card?

If you receive an exemption from use of the Government contractor-issued travel charge card, your agency may authorize one or a combination of the following methods of payment:

- (a) Personal funds, including cash or personal charge card;
- (b) Travel advances; or
- (c) Government Transportation Request (GTR).

NOTE TO § 301-51.5: City pair contractors are not required to accept payment by the methods in paragraph (a) or (b) of this section.

§ 301-51.6 For what purposes may I use the Government contractor-issued travel charge card while on official travel?

You are required to use the Government contractor-issued travel charge card for expenses directly related to your official travel.

[FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

§ 301-51.7 May I use the Government contractor-issued travel charge card for personal reasons while on official travel?

No, you may not use the Government contractor-issued travel charge card for personal reasons while on official travel.

[FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

§ 301-51.8 What are the consequences if I misuse the Government contractor-issued travel charge card on official travel?

Your agency may take appropriate disciplinary action if you misuse the Government contractor-issued travel charge card according to internal agency policies and procedures.

[FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]